



Architect of the Capitol

Requisition #: CD170008

ELECTRICAL EQUIPMENT FOR JAMES MADISON MEMORIAL BUILDING LIBRARY OF CONGRESS UPS PROJECT STATEMENT OF WORK (SOW)

DATE: (12/27/16)



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1.0 General.

LC08023E James Madison Memorial Building, Library Of Congress Uninterruptable Power Supply Replacement, Main Data Center, Phase 1, JMMB

1.01 Site Visit.

A site visit is scheduled for January 11, 2017 at 10am. Location for the visit will be the James Madison Library of Congress Building 101 Independence Ave SE, Washington, DC 20540 Room LMG49

1.1 Short Description.

This procurement will provide the Library of Congress (LOC) with replacement electrical equipment needed for the project.

1.2 Background.

The Architect of the Capitol (AOC) is responsible to the United States Congress and the Supreme Court for maintenance, operation, development, and preservation of the United States Capitol Complex. The Construction Division jurisdiction of the AOC manages facilities on the Capitol grounds which includes The Capitol Building, The Capitol Visitor's Center, The Senate Office Buildings, The House of Representatives Office Buildings, The United States Courts Buildings, The Library of Congress Buildings, Capitol Parks, The United States Botanic Garden, and The Capitol Power Plant.

The AOC Construction Division is soliciting contractor services for the replacement of uninterruptable power supply equipment as it has surpassed its usable life expectancy.

1.3 Objectives.

The primary objective is to provide a reliable, uninterruptable power supply for the James Madison Memorial Building, LOC.

1.4 Scope.

Contractor shall supply listed equipment for AOC installation at place of performance as specified in Item 1.7 "Period of Performance," herein. The Contractor shall also provide on-site Manufacturer compliant commissioning requirements / service. The startup / commissioning services shall meet or exceed all requirements and procedures of the supplied equipment manufacturer's requirements" which includes but is not limited to start up and functional testing of equipment and systems; and training on equipment and systems use and maintenance. Training shall consist of two separate 8 hour training sessions. One session between the hours of 8AM and 4PM and the second between the hours of 8PM and 4AM for a total of 16 hours. The training shall cover all aspect of operation and maintenance for all supplied equipment under this contract.

1.5 Contract Type.

Firm Fixed Price

1.6 Place of Performance/Hours of Operation.

Following Government installation of the equipment, on-site Manufacturer compliant commissioning and startup” shall be conducted at the Library of Congress James Madison Memorial Building, 1st and C Streets, S.E., Washington, D.C. All commissioning, equipment and systems tests, and user training shall be coordinated with the COTR and scheduled during the hours of 06:00AM – 02:30PM, Monday - Friday, excluding Federal Holidays.

1.7 Period of Performance.

1.7.1 Proposal Base: the initial period of performance of the resultant contract shall not exceed the date September 30, 2018, this includes the timeframe for Government installation of all UPS equipment.

1.7.2 Proposal Option #1: period of performance 90 after Notice to Proceed.

1.8 Funding.

1.8.1 Proposal base is funded with multi-year funds (i.e., 2015 – 2019 R0155 LC08023E P3203n)

1.8.2 Proposal Option #1 is funded with multi-year funds (i.e., 2015 – 2019 R0155 LC08023E P3203n)

1.9 Privacy Act.

As a Legislative Branch Agency, the AOC is not subject to the privacy and information security laws applicable to Executive Branch agencies. The AOC anticipates that services provided under this contract will not require that Contractor personnel have access to Personally Identifiable Information (PII).

1.10 Personal Service.

The work required under this contract is not personal services, either in the way the SOW is written or in the manner in which the resultant contract will be managed and overseen. The Contracting Officer’s Technical Representative (COTR) shall be advised of all activities which require AOC action. *All Contractor personnel* providing services under this contract shall appropriately identify themselves as a Contractor employee at the start of meetings, in telephone conversations and in formal and informal written correspondence.

1.11 Security.

See AOC52.223-5 “Special Security Requirements – Services (Feb 2010)” in Section G of the RFQ

1.12 Safety.

Contractor shall comply with AOC Clause AOC52.223-9 Accident Prevention and Safety and Health Programs (Sep 2004) in Section I of the RFQ

1.13 Energy Efficiency/Compliance.

N/A

1.14 Sustainability.

N/A

1.15 Key Personnel.

N/A

1.16 Quality Control.

The Contractor shall maintain high standards of accuracy. The contractor shall provide a brief description of its Quality Control plan to the AOC-COTR within 20 calendar days after the kick-off meeting. See Milestone Schedule included in Item 5.3, herein. The Contractor's designated point of contact shall be responsible for addressing quality issues identified by the CO and/or COTR.

1.17 Records/Data.

Contractor shall provide all equipment submittals for AOC approval prior to manufacturing. See Milestone Schedule included in Item 5.3, herein. The Contractor shall provide all start up/commissioning reports, operation and maintenance manuals, and warranty documentation for all supplied equipment prior to final payment.

1.18 Packaging/Packing/Shipping Instructions.

All Packaging must be labeled with an AOC Delivery Order number (*insert at contract award*). In accordance with FAR Clause 52.247-34 "FOB Destination (Nov 1991)" incorporated by reference in Section F of the RFQ, the Contractor shall be responsible for the cost of shipping and risk of loss. As such, the shipping cost shall be included in the firm-fixed price for each piece of equipment, as applicable. All equipment shall be delivered FOB Destination to:

AOC Construction Division Warehouse
1509 Cabin Branch Drive
Landover, MD 20785
(301) 322-5363

Shipments will be received between 6:00am and 2:00pm, Monday through Friday, excluding Federal Holidays. [See AOC Clause AOC52.223-8 "Delivery Vehicle Inspection Requirements (Apr 2008)" in Section I of the RFQ.]

1.19 Applicable Documents.

- i. Drawing EP401 – Partial Grounded Floor Plan – Power – New Work – Base Proposal (dated August 26, 2015) 1 page
- ii. Drawing E502 Electrical One –Line Diagram – Base Proposal (dated August 26, 2015) – 1 page
- iii. Drawing E503 Electrical Riser Diagram – Base Proposal (dated August 26, 2015) – 1 page
- iv. Drawing E504 Electrical – Details UPS Switchboards (dated August 26, 2015) – 1 page
- v. Drawing E601 Electrical Schedules (dated August 26, 2015) – 1 page
- vi. AOC Project No. LC08023E:



- a. Section 26 2413 Switchboards dated October 7, 2016 (Total – 7 pages)
- b. Section 26 3353 Static Uninterruptible Power Supply dated October 7, 2016 (Total – 14 pages)
- c. Section 26 3613 Static Transfer Switches dated October 7, 2016 (Total – 6 pages)

1.20 Points of Contact.

Contracting Officer – Marlene Sherman
Acquisitions & Materials Management Division
Phone: 202.226.1934
Email: msherman@aoc.gov

COTR – Jeff Rye
Construction Division
Phone: 202.226.8889
Email: jerye@aoc.gov

2.0 Definitions & Acronyms.

AOC – Architect of the Capitol
CO – Contracting Officer
COTR – Contracting Officer Representative
JMMB – James Madison Memorial Building
LOC – Library of Congress
UPS – Uninterruptible Power Supply
USCP – United States Capitol Police
[See AOC52.201-1 “Definitions (Jun 2004) in Section I “Contract Clauses” of the RFQ]
[See FAR 5202-1 “Definitions (Nov 2013) in Section I “Contract Clauses” of the X]

3.0 Government Furnished Property (GFP).

N/A.

4.0 Contractor Furnished Items.

The Contractor shall deliver all supplies and provide all services listed in Section B “Supplies or Services and Prices/Costs” and this SOW and its enclosures.

- UPS #1 AND ASSOCIATED BATTERY STRINGERS, per PROVIDED SPECIFICATION SECTION, 26 3353 STATIC UNINTERRUPTIBLE POWER SUPPLY
- UPS DISTRIBUTION AND BYPASS SWITCHBOARD SWBD-UPS1A, per PROVIDED SPECIFICATION SECTIONS, POWER DISTRIBUTION UNITS, 26 2413 SWITCHBOARDS
- UPS DISTRIBUTION AND BYPASS SWITCHBOARD SWBD-UPS2A, per PROVIDED SPECIFICATION SECTION, POWER DISTRIBUTION UNITS, 26 2413 SWITCHBOARDS
- PANEL PPM1, per PROVIDED SPECIFICATION SECTION, 26 2413 PANELBOARDS

- PANEL PPM2, per PROVIDED SPECIFICATION SECTION, 26 2413 PANELBOARDS
- UPS DISTRIBUTION SWITCHBOARD SWBD-UPS1, per PROVIDED SPECIFICATION SECTION, 26 2413 SWITCHBOARDS
- UPS DISTRIBUTION SWITCHBOARD SWBD-UPS2B, per PROVIDED SPECIFICATION SECTION, 26 2413 SWITCHBOARDS
- STATIC TRANSFER SWITCH 800 AMP STS-1, per PROVIDED SPECIFICATION SECTION, 26 3613 STATIC TRANSFER SWITCHES
- STATIC TRANSFER SWITCH 600 AMP STS-2, per PROVIDED SPECIFICATION SECTION, 26 3613 STATIC TRANSFER SWITCHES
- Provide: Fault-current analysis, Coordination study and device settings & Arc-flash hazard analysis per PROVIDED SPECIFICATION SECTION, 26 0573 – OVERCURRENT PROTECTIVE DEVICE COORDINATION STUDY

Factory compliant start-up of all furnished equipment and full manufacturer warranty as outlined in AOC provided drawings and specifications. Warranties listed in the specification sections are required in addition to the warranties stated within Section I of the X.

5.0 Specific Requirements

5.1 Proposal Submission.

The Contractor shall provide a proposal electronically to the Contracting Officer.

5.2 Discuss Travel Costs.

Any costs associated with travel for contractor personnel shall be included in Line Item 10 – SECTION 01 9113 – GENERAL COMMISSIONING REQUIREMENTS

****Note:** All travel must be in accordance with the Joint Travel regulations (JTR)

5.3 Deliverables and Reports.

Contractor shall provide all equipment submittals for AOC approval prior to manufacturing. Contractor shall provide all start-up/commissioning reports, operation and maintenance manuals, and warranty documentation for all supplied equipment prior to final payment. See Milestone Schedule for specifics, as follows:

TASK	Timeline Per Task	OWNER	BEGIN	FINISH	Duration	STATUS
Submit Request for Quote (RFQ)	Solicitation	Contract Specialist	December 28, 2016	January 27, 2017		In Progress
Site Visit	Fourteen (14) calendar days after Post Solicitation	CO/COTR	January 11, 2017	January 11, 2017	14	Not Started
Questions and Answers	Seven (7) calendar days after Site Visit	CO / COTR / OFFEROR	January 11, 2017	January 18, 2017	21	Not Started
<i>Solicitation Closes (Due Date for Receipt of Quotes)</i>	Nine (9) calendar days after Questions and Answers	CO	January 18, 2017	January 27, 2017	30	Not Started
Contract Award	Seven (7) calendar days after closing of solicitation	CO	February 3, 2017	February 3, 2017	37	Not Started
Kick Off Meeting-AOC and Contractor	Seven (7) calendar days from award	CO / COTR / OFFEROR	February 10, 2017	February 10, 2017	44	Not Started
All Action Submittals – Contractor submission, Quality Control Plan	Twenty (20) calendar days after kick-off meeting	OFFEROR	February 10, 2017	March 2, 2017	64	Not Started
All Action Submittals – AOC Review/Approval	Fourteen (14) calendar days after receipt	CO/COTR	March 2, 2017	March 16, 2017	78	Not Started
Equipment Required Delivery Date – Contractor **	Ninety (90) calendar days after approval of action submittals	OFFEROR	March 16, 2017	June 14, 2017	168	Not Started
Installation of Equipment Period - AOC	NLT One Hundred and Eighty (180) calendar days after delivery	COTR/AOC	June 14, 2017	December 11, 2017	348	Not Started
Issuance of 1 st Notice to Proceed for Commissioning and training – AOC	14 calendar days after X	CO	December 11, 2017	December 25, 2017	362	Not Started
General Commissioning Requirement: Start-up and functional testing of all installed equipment – Contractor	Two (2) calendar days after After Installed Equipment	Contractor	December 25, 2017	December 27, 2017	364	Not Started
Requirement General Commissioning: Training LOC employees on equipment and system use maintenance – Contractor	Five (5) calendar days after General Commissioning	Contractor	December 27, 2017	January 1, 2018	369	Not Started
All Close-out Submittals – Contractor submission	Fourteen (14) calendar days from completion of equipment commissioning	Contractor	January 1, 2018	January 15, 2018	383	Not Started

5.4 Delivery Instructions.

Equipment deliveries shall be made in accordance with AOC Clause AOC52.223-8 “Delivery Vehicle Inspection” of Section G of the RFQ. Submittals shall be delivered via email to the AOC-COTR. See Item 1.20 “Points of Contract,” herein.

5.5 Inspection and Acceptance.

Inspection and Acceptance shall be accomplished in accordance with FAR clauses 52.246-2 “Inspection of Supplies – Fixed Price (Aug 1996)” and 52.246-4 “Inspection of Services – Fixed Price (Aug 1996)” of Section E of the RFQ.

5.6 Procedures for Payment.

Invoicing/Payments shall be performed in accordance with Clause AOC52.232-1 “Payment Requests (Feb 2016)” and AOC52.232-6 “Payment by Electronic Fund Transfer (Mar 2012)” both of Section I of the RFP. Payment for all equipment shall be made in accordance with the following schedule:

Payments	Description
75% upon delivery and acceptance	Proposal Base: Itemized Nos. 1-9 of Section B
25% after completion of General Commissioning Requirements	Proposal Base: Itemized Nos. 1-9 of Section B
75% upon delivery and acceptance	Proposal Option 1: Itemized No. 11 of Section B
25% after completion of General Commissioning Requirements	Proposal Option 1: Itemized No. 11 of Section B

Enclosures:

See listing under Item 1.19 “Applicable Documents”